

Application For Employment

City of Bloomington
Employee Services Department
401 N. Morton Street, P.O. Box 100
Bloomington, IN 47402
(812) 349-3404
(812) 349-3446 Fax
(812) 349-3539 Job line
www.city.bloomington.in.us

AN EQUAL OPPORTUNITY EMPLOYER

We consider applicants for all positions without regard to race, color, religion, sex, national origin, ancestry, age, marital or veteran status, disability, sexual orientation, number of dependents, or any other legally protected status.

Reasonable accommodations to people with disabilities available upon request to Employee Services.

(PLEASE PRINT)

Position(s) applying for (be specific):

1. _____
2. _____
3. _____

NAME _____
(Last) (First) (Middle)

Social Security #: _____ Today's Date: _____

Address: _____

_____ City State Zip Code

Telephone(s): _____

E-mail (optional): _____

Have you ever been employed by the City of Bloomington? ☐ Yes ☐ No

If Yes, give date & department _____

On what date would you be available to work? _____

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? ☐ Yes ☐ No

Proof of citizenship or immigration status will be required upon employment.

Have you been convicted of, or are you currently charged with, any crime or has your driver's license been suspended? ☐ Yes ☐ No

A current charge or conviction will not necessarily disqualify an applicant from employment.

If Yes, please explain

Education

	NAME	CITY	DEGREE/ MAJOR
High School/GED			
Business/ Trade School			
College			
Graduate/ Professional			

Special Skills

List your special qualifications, skills or accomplishments. Some examples are: skills with machines or equipment, construction trade skills, typing w.p.m., computer experience, knowledge of Microsoft Word and Excel programs or other computer applications, public speaking or writing experience, etc. (Inclusion of a resume is desirable if applying for professional positions.)

Do you have a valid:

Driver's license?

☐ Yes ☐ No

Commercial Driver's License (CDL)?

☐ Yes ☐ No

Type: _____

Some positions do not require a driver's license. If you do not have a valid driver's license, that will not necessarily disqualify an applicant from employment.

List professional, trade, business or civic activities and offices held.

Have you ever had any job-related training in the United States Military? ☐ Yes ☐ No

If Yes, please describe

Employment History

1	Company Name:	Telephone:
	Address:	Employed - (State month and year) From To
	Supervisor:	Weekly pay Start Last
	List Job Title & Duties:	Reason for Leaving:

2	Company Name:	Telephone:
	Address:	Employed - (State month and year) From To
	Supervisor:	Weekly pay Start Last
	List Job Title & Duties:	Reason for Leaving:

3	Company Name:	Telephone:
	Address:	Employed - (State month and year) From To
	Supervisor:	Weekly pay Start Last
	List Job Title & Duties:	Reason for Leaving:

We may contact the employers listed above unless you indicate those you do not want us to contact.	DO NOT CONTACT Employer Number(s) _____ Reason _____
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References

Give name, address and telephone number of three references who are not related to you and are not previous employers.

NAME & OCCUPATION	ADDRESS	TELEPHONE

Applications will be screened after the closing date of the job posting. ONLY THOSE APPLICANTS TO BE INTERVIEWED WILL BE CONTACTED. Applications are kept on file for six months. If you wish to apply for any future job openings, you may contact Employee Services to have your application pulled and submitted. All available job vacancies are advertised in the Herald Times, posted on the bulletin board in the Employee Services Department, City of Bloomington website at www.city.bloomington.in.us and on the job line at (812) 349-3539.

PLEASE READ AND SIGN THE FOLLOWING STATEMENT

I certify that all information provided in this Application for Employment is true, correct and complete. I understand that any misrepresentation or omission of facts is sufficient reason for rejection of this application or termination of subsequent employment. Except as indicated on page three of this application, I authorize the City of Bloomington to investigate all statements made on my application and release from liability former employers, institutions or persons providing such information to the City.

I understand that acceptance of an offer of employment does not create a contractual obligation upon the employer to continue to employ me in the future.

DATE _____

SIGNATURE _____